

**BY ORDER OF THE COMMANDER  
42D AIR BASE WING (AETC)**



**AF INSTRUCTION 31-201**

**MAXWELL AFB SUPPLEMENT 1**

**30 MAY 2003**

**Security**

**SECURITY POLICE STANDARDS AND PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 31-201, 4 Dec 01, is supplemented as follows:**

- ★ This supplement applies to all individuals assigned, attached or employed by the Headquarters, Air University, 42d Air Base Wing or Tenant Units assigned to Maxwell Air Force Base (AFB), Gunter Annex, and the Maxwell Family Housing Annex. It provides guidance pertaining to general security forces duties and law enforcement operations.

**SUMMARY OF REVISIONS**

Added Headquarters, Air University as an affected agency (Purpose Statement); paragraphs 6.1.3.1 and 14.14.7 were updated; paragraphs 14.14.8 through 14.14.11 were deleted. A star (★) indicates changed information from the previous version.

6.1.3. (Added) The following are the current jurisdictions:

- ★ 6.1.3.1. (Added) Proprietary on the streets of the Maxwell Family Housing Annex and Day Street gate to the fence line on the other side of the bridge. Montgomery Police Department (MPD) is contacted on all incidents involving these areas.
  - 6.1.3.2. (Added) Exclusive within the confines of Maxwell AFB, Gunter Annex, and within the confines of the quarters at the Maxwell Family Housing Annex.
  - 6.1.3.3. (Added) Concurrent on the lawns at the Maxwell Family Housing Annex.
- 6.7. The 42 SFS/CC adopts, without exception, Attachment 2 to AFI 31-201.

7.6.2. The 42 SFS/CC has adopted the use of Oleoresin Capsicum (OC) pepper spray (Z-305 CAP-STUN pepper spray) for use at Maxwell AFB, Gunter Annex, and the Maxwell Family Housing Annex.

7.6.3. The 42 SFS/CC, in conjunction with the 42 ABW/CC, has determined police clubs are not authorized on Maxwell AFB, Gunter Annex, or the Maxwell Family Housing Annex. Riot batons are only issued and used per the direction of the 42 SFS/CC, with concurrence from the 42 ABW/CC.

14.14.5. (Added) The Security Forces Administration Section (SFA) is responsible for forwarding all incident reports to the appropriate agency for action. For the purpose of this paragraph, incident reports are classified as DD Form 1408, **Traffic Ticket, Armed Forces**, DD Form 1569, **Incident/Complaint Report**, DD Form 1805, **United States District Court Violation Notice**, and AF Form 3545, **Incident Report**.

14.14.5.1. (Added) The date the report is forwarded by SFA is the date the suspense period starts.

14.14.5.2. (Added) Request for extension of suspense dates are made to SFA in writing.

14.14.5.3. (Added) SFA tracks all suspenses closely. Late suspense letters are sent to the appropriate agency by SFA when the established suspense date has not been met.

14.14.5.4. (Added) Suspenses for return of reports to SFA are as follows:

14.14.5.4.1. (Added) The Security Forces Investigation Section (SFOI) has 30 calendar days from the date the report is forwarded to return completed actions.

14.14.5.4.2. (Added) Special consideration is given to SFOI when granting extensions. Circumstances such as manning, case load, investigative leads, availability of witnesses/suspects/victims, case priority (command emphasis), and receipt of evidential property from forensic labs are all factors to consider.

14.14.5.4.3. (Added) The Staff Judge Advocate (SJA) has 15 calendar days to return reports back to SFA with actions completed.

14.14.5.4.4. (Added) Once all investigative and administrative actions have been completed, the report is sent to the unit commander or first sergeant for command action. The unit has 15 calendar days to complete their action and return the report back to SFA.

14.14.5.4.5. (Added) Reserve units have 30 calendar days to complete action on reports. Requirements for one weekend of duty per month dictates the longer period for these units.

14.14.6. (Added) When reports requiring action are returned from the commander or staff agencies, the report and action taken is reviewed by the SFA Superintendent.

- ★14.14.7. (Added) All reports with completed actions are filed in the Reports and Analysis Section of the 42d Security Forces Squadron.

CHRISTIAN D. HONKANEN, Lt Col, USAF  
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